

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
UTILITY PROPERTY TAX INFORMATION UPDATE
RSA 83F

DUE ON OR BEFORE MAY 1, 2010

STEP 1 OWNERSHIP INFORMATION	NAME OF UTILITY (TRADE NAME)	IF AMENDED RETURN, CHECK HERE <input type="checkbox"/>
	NAME OF OWNER (IF DIFFERENT THAN NAME OF UTILITY)	FEDERAL IDENTIFICATION NUMBER
	PARENT COMPANY (IF UTILITY DOES NOT FILE A FEDERAL TAX RETURN)	FEDERAL IDENTIFICATION NUMBER
	BILLING ADDRESS	
	CITY/STATE/ZIP CODE	
	CONTACT PERSON	PHONE NUMBER
	E-MAIL ADDRESS	FAX NUMBER
STEP 2 POLLUTION CONTROL EXEMPTION	<p>If you wish to claim air and/or water pollution control exemption(s) as described in RSA 72:12-A, submit Form PA-20E and include a copy of the exemption letter from New Hampshire Department of Environmental Services (DES). If you do not have Form PA-20E, you may visit our web site at www.nh.gov/revenue or contact this office by calling the Property Appraisal Division at (603) 271-2687.</p> <p>Are you claiming a pollution control exemption for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you submitted Form PA-20-E and letter from DES? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If forms have been submitted to DRA, indicate date of submission: _____</p>	
STEP 3 ANTICIPATED CHANGES	<p>Describe events or circumstances (either past or projected; internal or external to your business; and market-related) that have or are expected to significantly impact your income, expenses or operations. Attach additional sheets if necessary.</p> 	
STEP 4 RATE AGREEMENTS (If applicable)	<p>Attach a summary of the contract associated with the existing rate agreement with suppliers or wholesalers, to include the following detail: names of entities, beginning date, termination date, contract "rate" amount including any expected changes in rate, and timing. If you are engaged in any discussions wherein purchaser intends to buy-out contract, please describe the status of these discussions.</p> <p>Are any rates you charge customers regulated by any government or regulatory agency? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide an explanation: _____</p> <p>Is your return on equity regulated by any government or regulatory agency? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide an explanation and current rate: _____</p> 	

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STEP 5(a) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>AND</u> <u>NEW HAMPSHIRE</u>	1. ACCOUNTING PERIOD ENDING (CHECK ONE): DECEMBER 31, 2009 <input type="checkbox"/> or MARCH 31, 2010 <input type="checkbox"/>			
	2. Total Original Cost Everywhere (Includes CWIP and CIAC) (Refer to instructions)			\$
	3. Total Original Cost In New Hampshire (Includes CWIP and CIAC) (Refer to instructions)			\$
	4. Total Non-Taxable Property Everywhere (Do not include pollution control exemption. Provide detailed schedule.)			\$
	5. Total Net Book Value Everywhere (Original cost minus accumulated depreciation and amortization)			\$
	6. Total Net Book Value In New Hampshire (Original cost minus accumulated depreciation and amortization)			\$

STEP 5(b) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>ONLY</u>	DESCRIPTION	BOOK VALUE	DESCRIPTION	BOOK VALUE
	1. Utility Plant in Service If electric or gas entity, do NOT include CWIP or CIAC. If water entity, CWIP and CIAC <u>is</u> included.	\$	5. Total Accum. Deprec. Util. Plant	\$
	2. Contribution in Aid of Construction (CIAC)	\$	6. Total Accum. Deprec. CIAC	\$
	3. Construction Work in Process (CWIP)	\$	7. Intangibles	\$
	4. Materials & Supplies	\$	8. Accumulated Amortization of Intangibles	\$
			9. Fuel Stocks	\$

STEP 5(c) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>ONLY</u>	CAPITAL STRUCTURE BREAKDOWN	
	1. Long-term Debt	\$
	2. Preferred Stock	\$
	3. Common Equity	\$
	4. Current Liabilities	\$
	5. Total Capital	\$

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STEP 6(a) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE</u> <u>ONLY</u>	ELECTRIC (Generation / Transmission / Distribution / Hydro & All Renewable Entities)			
	OPERATIONAL STATISTICS UTILITY ONLY	2007	2008	2009
	1. Total Annual Output Produced			
	2. Generation Revenue	\$	\$	\$
	3. Capacity Payment Revenue	\$	\$	\$
	4. Renewable Energy Credits (RECs)	\$	\$	\$
	5. Production Tax Credits (PTCs)	\$	\$	\$
	6. Other Utility Revenue (Describe)	\$	\$	\$
	7. Total Utility Revenue, All Sources	\$	\$	\$
STEP 6(b) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE</u> <u>ONLY</u>	WATER (Water / Sewer)			
	OPERATIONAL STATISTICS UTILITY ONLY	2007	2008	2009
	1. Total Annual Production (gal.)			
	2. Total Sales of Water Revenue	\$	\$	\$
	3. Total "Other" Operating Revenues	\$	\$	\$
	4. Total Utility Revenue, All Sources	\$	\$	\$
STEP 6(c) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE</u> <u>ONLY</u>	GAS / OIL			
	OPERATIONAL STATISTICS UTILITY ONLY	2007	2008	2009
	1. Total Annual Production / Output			
	2. Total Sales of Gas/Oil Revenue	\$	\$	\$
	3. Total "Other" Operating Revenues	\$	\$	\$
	4. Total Utility Revenue, All Sources	\$	\$	\$

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STEP 7

Expenses (Everywhere)		2007	2008	2009
1	Maintenance Expenses (Attach Schedule, Required)			
2	All Other Operating Expenses (Attach Schedule, Required)			
3	Depreciation Expense			
4	Depreciation Expense for Asset Retirement Costs			
5	Amortization of CIAC			
6	Amortization & Depletion of Utility Plant			
7	Amortization of Utility Plant Acquisition Adjustment			
8	Amortized Property Losses, Unrecov. Plant & Regul Study Costs			
9	Amortization of Conversion Expenses			
10	Amortization Expense Other (Describe)			
11	Regulatory Debits			
12	Interest Expense			
13	Property Taxes (Do NOT Include in any other line item)			
14	Taxes Other Than Income (Attach Schedule, Required)			
15	Income Taxes - Federal (Do NOT Include in Line 16, Below)			
16	Provision for Deferred Income Taxes			
17	Income Taxes - Other			
18	Investment Tax Credit Adjustment			
19	Accretion Expense			
20	Other Non-Operating Expenses (Attach Schedule, Required)			
21	Other Non-Operating Expenses (Attach Schedule, Required)			
22	Subtotal Expenses: (Lines 1 through 21):			
Losses				
23	Losses from Disposition of Utility Plant			
24	Losses from Disposition of Allowances			
25	Subtotal Losses: (Line 23 plus Line 24):			
26	Total Expenses & Losses: (Line 22 plus Line 25):			
Gains:				
27	Gains for Disposition of Utility Plant			
28	Gains from Disposition of Allowances			
29	Regulatory Credits			
30	Provision for Deferred Income Taxes (Credit)			
31	Subtotal Gains: (Lines 27 through 30):			
32	Total Expenses, Losses, & Gains: (Line 26 minus Line 31):			

Do NOT "double-count" expenses. No expense should be included in more than one category.

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BREAKDOWN OF ALL ASSETS - NEW HAMPSHIRE

STEP 8(a) BREAKDOWN OF TANGIBLE ASSETS INCLUDE CIAC AND CWIP	NAME OF FACILITY	TOWN / LOCATION	MAP / LOT	YEAR BUILT	YEAR LAST REFURB.	RATED TOTAL CAPACITY	ORIGINAL COST	NET BOOK VALUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
						8 (a) TOTAL:		

STEP 8(b) BREAKDOWN OF INTANGIBLE ASSETS & ALL OTHER ASSETS	CATEGORY	ORIGINAL COST	NET BOOK VALUE
	1. Intangible Assets		
	2. All Other Assets [any other tangible utility assets not reflected in 8(a)]		
	3. 8 (b) TOTAL:		

STEP 8(c)	TOTAL ALL ASSETS, 8(a) Total + 8(b) Total:		
	TOTAL ALL ASSETS should match the Original Cost and Net Book data in Step 5(a), Line 3 & 6. Provide an explanation of any discrepancies.		

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STEP 9 ATTACHMENT CHECKLIST	DOCUMENTATION ATTACHMENTS	
		ATTACHED (YES/NO)
	1. "Operating Expense" Detailed Summary (REQUIRED)	
	2. "Maintenance Expense" Detailed Summary (REQUIRED)	
	3. "Taxes Other Than Income Taxes" Detailed Summary (REQUIRED)	
	4. Federal Income Tax Return, with schedules	
	5. State Income Tax Return, with schedules	
	6. Balance Sheet (REQUIRED)	
	7. Income Statement (REQUIRED)	
	8. Other -	
	9. Other -	
	10. Other -	

STEP 10

CERTIFICATION: I hereby certify under penalties of perjury that the information provided on the accompanying pages is correct and accurate to the best of my belief and knowledge, and that I am authorized to submit this report on behalf of the utility property owner and/or operator named herein.

SIGNATURE (IN INK)

DATE

PRINT SIGNATORY NAME & TITLE

NH DRA
 MAIL PROPERTY APPRAISAL DIVISION
 TO: ATTN: UTILITY APPRAISAL
 PO BOX 487
 CONCORD, NH 03302-0487

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INSTRUCTIONS

WHO SHOULD FILE:

RSA 83-F:4 defines "Persons Liable" as follows: The tax imposed by this chapter shall be assessed upon each utility owning or possessing utility property. If an owner of utility property has filed an election pursuant to RSA 83-F:5, II, the tax imposed by this chapter shall be assessed upon each person with an ownership interest in utility property, in the proportion that such person's ownership interest bears to the entirety of the ownership in the property.

FILING DATE:

The completed form is DUE ON OR BEFORE May 1. *See note 1 below.

WHERE TO FILE:

NH DRA (New Hampshire Department of Revenue Administration), Property Appraisal Division, Attn: Utility Appraisal, PO Box 487, Concord, NH 03302-0487.

STEP 1:

NAMES: There are four fields associated with how the utility is identified/named.

Name of the Utility/Trade Name: is the common or legal trade name.

Name of Ownership: The name of the legal ownership of the utility, if different than name of the Utility or Trade Name.

Parent Company: In instances where the utility is a subset of a larger parent company that files consolidated tax returns that include the utility, provide the name of the parent company.

FEIN: Provide either the Federal Employer Identification Number (FEIN) or the Social Security Number that applies, but a valid identification number **MUST** be entered.

List the contact person, the phone number, the fax number and an e-mail address.

STEP 2:

If filing for pollution control exemption, submit the Department's Form PA-20E and a copy of the signed exemption letter from the New Hampshire Department of Environmental Services.

STEP 3:

Provide any information known to the taxpayer that was responsible for any significant changes in the utility's operations or performance in the prior year, OR any issues that are anticipated to impact the utility's operations or performance in the next one to five years. These issues may be specific to the entity, or associated with broad market-related factors. Examples might include extensive operational downtime due to unusual repair/maintenance issues, or an expiring contract/rate agreement.

STEP 4:

Provide the required information about any existing rate agreements.

STEP 5:

Provide the detailed information as requested.

5(a)1: Accounting Period: Indicate whether the information provided reflects accounting information ending on December 31, or

March 31. If the data provided represents LESS than a 12-month history indicate on the form, and provide a written explanation.

NOTE: If utility is located exclusively in New Hampshire, complete **BOTH** "Everywhere" and "New Hampshire" fields, even though the information is identical.

5(a)2: Total Original Cost Everywhere: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) prior to any depreciation and amortization, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible assets located "everywhere", implying assets located inside AND outside of New Hampshire, and refers to the accounting cost basis, which is updated annually.

5(a)3: Total Original Cost New Hampshire: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) prior to any depreciation and amortization, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible assets located exclusively in New Hampshire, and refers to the accounting cost basis, which is updated annually. The information you provide in this field must match the information provided in Step 8, "Breakdown of Assets": Total Original Cost.

5(a)4: Total Non-Taxable Property Everywhere: Such items include: office furniture and equipment, transportation equipment, stores equipment, tools, shop and garage equipment, communication equipment (phones, etc.), miscellaneous equipment, etc. In addition, non-taxable property also includes the book cost of land, structures, equipment or other tangible and/or intangible property owned by the utility, but not utilized in the service of the utility.

5(a)5: Total Net Book Value Everywhere: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) **LESS DEPRECIATION AND AMORTIZATION**, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible **DEPRECIATED** assets located "everywhere".

5(a)6: Total Net Book New Hampshire: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) **LESS DEPRECIATION AND AMORTIZATION**, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible assets located exclusively in New Hampshire. The information you provide in this field must match the information provided in Step 8, "Breakdown of Assets": Total Net Book Value.

5(b)1: Utility Plant in Service: represents the accounting basis for the Utility Plant prior to any depreciation and amortization, and **EXCLUDES** all non-utility assets. **If electric or gas entity, do NOT include CWIP or CIAC. If water entity, CWIP and CIAC is included.** This field captures the tangible and intangible assets located "everywhere", implying assets located inside AND outside of New Hampshire.

5(b)2: Contributions in Aid of Construction (CIAC): represents property or assets that were given to the utility. Even though CIAC is not included in the "rate base" (where applicable) because the utility did not pay for it, CIAC contributes to earnings and has value.

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INSTRUCTIONS (continued)

5(b)3: Construction Work in Progress (CWIP): represents a temporary balance sheet account that tracks all costs associated with construction, fabrication, and capital equipment purchases. Costs remain in CWIP until the construction of the asset is completed, at which time the capitalization and depreciation process begins.

5(b)4: "Materials & Supplies": Materials & Supplies are separate from Utility Plant included on Page 2 (Step 5). Materials & Supplies can be a component of construction cost. However, if the amount is in inventory it has yet to be part of construction or maintenance, and is part of current assets.

5(b)5: Accumulated Depreciation Utility Plant: The "accumulated" depreciation represents the cumulative or total depreciation of the utility's assets up to the current tax year, and reflects the loss of value due to wear, tear, and usage.

5(b)6: Accumulated Depreciation: Contributions in Aid of Construction (CIAC): The accumulated **TOTAL** depreciation associated with the assets given to the utility, or CIAC, up to the current tax year.

5(b)7: Intangibles: Intangibles are capitalized assets that retain value and can not be physically "touched". These assets include such items as trade secrets, copyrights, franchise agreements, patents, trademarks, and goodwill. These assets are typically not included under any other asset category.

5(b)8 Accumulated Amortization of Intangibles: Accumulated amortization refers to the total annual deductions (up to and inclusive of the current year) associated with capitalized expenses attributable to intangibles. Refer to the intangible assets identified under 5(b)7, above.

5(b)9: "Fuel Stocks": Fuel Stocks represent the book cost of fuel on hand, not captured elsewhere.

STEP 6:

Three different options are provided, 6(a) Electric, 6(b) Water/Sewer, or 6(c) Gas/Oil, depending on the type of utility. Select the appropriate option, and provide the specific information requested, utility revenues only. All individual sources of utility revenue should equal the "Total Utility Revenue, All Sources" total. Provide detailed attachments as required (refer to page 6).

STEP 7:

Identify each expense item, utility only, when applicable. It is imperative that expenses associated with a particular line item are NOT duplicated on another. Therefore, the summation of all the individual expenses should equal the "Total Utility Expenses" entry at the bottom. Provide detailed attachments as required (refer to page 6).

"Interest Expense" should include all interest associated with long-term debt, including funds provided by: institutional lenders, shareholders, related entities, bonds, and others.

"Income Taxes" include all income taxes paid for the period, as reported on Federal and State income tax returns. Do not provide imputed or estimated taxes, only those actually paid and attributable to the period associated with this return. You may attach additional schedules which explain your policy and calculations for allocated or imputed amounts, but DO NOT include them in these lines.

STEP 8:

8(a) Provide a detailed itemization of the tangible assets for each location (by municipality), including: name of entity, location, map/lot number, year structure was built (original year of construction), year last refurbished (most recent year of significant refurbishment), rated total ("theoretical") output capacity, original cost and net book value.

8(b) Enter the Original Cost and Net Book Value data pertaining to the categories listed for tangible and intangible assets not allocated by community in Step 8(a).

8(c) Enter the sum total of Original Cost and Net Book Value from steps 8(a) and 8(b).

IMPORTANTLY, the sum total of the Original Cost and Net Book Value detail identified in Step 8(c) must equal the "Total Original Cost in New Hampshire" and "Total Net Book Value in New Hampshire" information in Step 5(a), Lines 3 and 6.

STEP 9:

Requested/required Documentation Attachments are necessary so that a reliable appraisal can be completed. Items, such as Property Taxes, imbedded in a general category may significantly impact appraisal results. Therefore, you must submit documentation with sufficient detail clarifying expenses for accounts such as: Operating Expenses, Maintenance Expenses, and Taxes Other Than Income Taxes.

Supporting documents must also provide adequate granularity so that we can ensure that expense accounts in Step 7 are not duplicated under multiple categories. Accounts, such as Miscellaneous, must include explanations or itemization with additional detail.

It is not necessary to submit all of the listed attachments, if they contain identical material. For example: if a tax return submitted contains a balance sheet pertaining solely to the Utility, then an additional balance sheet is not required for submission. However, if a tax return pertains to both Utility and Non-Utility income and expenses, then an Income Statement and Balance Sheet must be submitted with Utility only details.

STEP 10:

SIGNATURE AND TITLE: Authorized individual must sign in ink and date before mailing. Also, include the title of the person signing.

NOTE 1 Extension and late filing penalty:

Pursuant to RSA 83-F:5,V(b), if an extension is required a request must be submitted in writing to the NHdra Property Appraisal Division. If the taxpayer is unable to file the form as required under RSA 83-F:5(a) or (b), penalties will be assessed under RSA 83-F:5,VII. "RSA 83-F:5,VII Any person who fails to file a completed form as required under paragraph V on or before May 1, or by the date granted by an extension, if applicable, shall pay a penalty of one percent of the property tax for which the person is liable. In no case, however, shall the penalty be less than \$250 or more than \$2,500. This penalty shall be treated as incident to the tax and shall be in addition to any other penalty applicable pursuant to paragraph VI."